
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-238

FINANCIAL MANAGEMENT

PROMOTABLE TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 17 Dec 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **NGB/A7 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **6F0X1**. Duties and Responsibilities: Analyzes and interprets NGB budgetary guidance to provide appropriate local budget policy and procedures. Develops budget formulation assumptions, formats organizational requirements for budget submissions. Requests, reviews, analyze, edits, and consolidates budget submissions before forwarding to NGB PM's. Develops appropriate narrative justification statements and presentation materials for budget submissions, unfunded requirements and programmatic changes. To include detailed programming and justification and documentation for estimates included in the overall ANG Financial Plan, DoD Program Objective Memorandums (POM), and DoD Future Year Defense Programs (FYDP).

Coordinates with NGB/FM to appropriately defend estimates, answer specific questions, and provide clarification. Performs budget execution analysis of obligations incurred and actual expenditures of different sources. Identifies funding status, shortfalls, and provides guidance for the proper application of annual budget and/or allotment authority. Performs analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives and determines where reprogramming actions may be necessary. Conducts in-depth analysis of funding received versus projected expenditures for model-driven programs. Identifies trends and patterns, recommends ways to improve utilization of funds, and suggests alternative funding approaches. Evaluates the effect of cost and programmatic changes on the budget execution process. Provides analytical guidance for year-end close out to ensure proper, legal, and full utilization of funds. Provides financial advice, interpretation, and guidance on budget related matters such as types of funding available, effects of budgetary changes on related activities, status and use of funds to NGB/A7 Staff and Program Element Manager (PEM). Information may include details on budget submissions, unfunded requirements submissions, year-end closeout procedures, and other guidance.

Uses automated financial management systems and computer-generated products to accomplish financial management objectives. Confirms accuracy of automated system database information and informs resource advisors and/or accounting personnel of significant problems, trends, or variances. Presents effective analyses of financial management information regarding the expenditure of appropriated funds. Review, coordinate, validate and fund all base level requirements covering A7

cooperative agreements, Environmental, SRM and MilCon funding using multiple databases; i.e. FM Checkbook, CEMCA Database, PDS and ABSS. Knowledge of DoD, Air Force, ANG, NGB, and Staff commander structure and associated responsibilities, missions, programs, operations and organizational relationships. Knowledge of personnel management policies, practices, laws and procedures. Ability to negotiating effectively with other functional areas, ANG Staff, Air Force components and military agencies. Ability to prepare complex project and staff reports as well as deliver briefings. Superior written and oral communications skills; ability to develop briefings, project papers and staff reports.

Responsible for the execution and disbursement of manpower resources, days and dollars to include MilPERS support of A7 Readiness and Security efforts. Responsible for planning, preparing, developing and recommending initiatives for congressionally justified budget and funds for A7. Conduct research and prepare plans for the effective utilization of funds. Monitors and determines effective utilization of funds. Reviews and makes recommendations for unfunded requests received from the field. Provides oral and/or written guidance for NGB/A7 training requirements to include acting as the trainer or presenter of such guidance. Reviews and assists with the management of all base level aspects of A7 funding. Works closely with Resource Advisors, FM, and PEM to ensure funds are requested and executed IAW ANG policy and procedures. Ensures historical documentation is maintained each quarter for accurate fiscal execution, remaining amount, and anticipated expenditures.

Assists with suspense's, JASMS, action officer duties, support agreements overview, Office of Corollary Responsibility (OCR) in matters pertaining to AFI reviews and publications as applicable to the NGB/A7. Analyzes developed summaries on the impact, participation or growth of the A7 funding at both the national and state levels. Supports and consolidates A7R's information for publication of the Civil Engineer Directorate's Weekly/Monthly Activity Reports (WAR and MAR) which is sent to all field units updating them on critical issues and suspense's regarding all A7 funding. Develop, track, analyze and report A7 funding requirements which facilitate the preparation of the annual ANG A7 Budget submissions and costs to program funding, and initiating timely reprogramming actions to HQ AF, DOD, and the Congress. Provides oversight of the review of all financial regulations, manuals and pamphlets that impact ANG A7. Gives recommendations for the development of point papers, studies, statistical summaries and presentations. Performs other duties as assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or

fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
